

Office of State Procurement
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

ADDENDUM NO. 2

Your reference is directed to File No. X 3000006068 EP, Solicitation No. 3000006068 scheduled to be opened at 10:00 A.M. CT on September 22, 2016 for Rebid Food and Nutritional Services for The Louisiana Department of Health.

Attached are the written inquiries received and the State's answers.

This addendum is hereby officially made a part of the referenced proposal.

ACKNOWLEDGMENT: If you have already submitted your proposal and this Addendum does not cause you to revise your proposal, you should acknowledge receipt of this Addendum by identifying your business name and by signing where indicated. You may return this Acknowledgment by mail to: Office of State Procurement, P.O. Box 94095, Baton Rouge, LA 70804-9095, by hand delivery or courier to: Office of State Procurement, 1201 N. Third Street, Claiborne Building, Suite 2-160, Baton Rouge, LA 70802, or by fax to: (225) 342-9756. The State reserves the right to request a completed Acknowledgement at any time. Failure to execute an Acknowledgment shall not relieve the Proposer from complying with the terms of its proposal.

Addendum Acknowledged/No changes:

For: _____ By: _____

REVISION: If you have already submitted your proposal and this Addendum requires you to revise your proposal, you must indicate any change(s) below, identify your business name and sign where shown. Revisions shall be delivered prior to proposal opening in a sealed envelope marked with the file number, the proposal opening date and time either by mail to: Office of State Procurement, P. O. Box 94095, Baton Rouge, LA 70804-9095, or by hand delivery or courier to: Office of State Procurement, 1201 N. Third Street, Claiborne Building, Suite 2-160, Baton Rouge, LA 70802, or by fax to: (225) 342-9756. Electronic transmissions other than by fax are not being accepted at this time.

Revisions received after proposal opening shall not be considered and you shall be held to your original proposal.

Revision: _____

For: _____ By: _____

1201 N. THIRD STREET ♦ SUITE 2-160 ♦ P.O. Box 94095 ♦ BATON ROUGE, LOUISIANA 70804-9095 ♦ (225) 342-8010

FAX (225) 342-9756

OSP HELP DESK EMAIL: DOA.OSP.HELPDESK@LA.GOV

DOA-PROFESSIONAL CONTRACTS HELPDESK EMAIL: DOA.PC.HELPDESK@LA.GOV

VENDOR INQUIRY EMAIL: VENDOR_INQ@LA.GOV

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Written Inquiries Received and State's Answers

Question No. 1: Will each of the facilities included in this RFP be held to the same LDH Nutritional Standards as defined in Attachment IV?

Response: Yes. All facilities will follow the LDH Nutritional Standards.

Question No. 2: What is the calorie/sodium level currently required for the regular diet at each facility included in this RFP?

Response:

- **Central:** Calorie level is 1500 Calories per day. Sodium level is 3 grams.
- **Pinecrest:** Regular diet caloric content per day is 2000 calories and 3000-4000 milligrams of sodium.
- **Villa:** Calorie level for a regular diet is approximately 2300 calories/day and the sodium level should be approximately 2000-2500 mg/day
- **ELMHS/ASSA:** Sodium levels are 2000-2500 mg/day or 600-800 mg per meal.
 - Calorie levels:
 - 1,500 kcals
 - 1,800 kcals
 - 2,000 kcals
 - 2,200 kcals
 - 2,500 kcals
 - 3,000 kcals

Question No. 3: Please verify that there will be no additional charge allowed for high calorie meals, such as meals served to fulfill diet orders of over 3500 kcals.

Response: There will be no additional charge allowed for high calorie meals.

Question No. 4: Page 7/1.1.2/V. Please define what constitutes a "nutritious snack" that is required to be served twice daily to all residents.

Response: See RFP, Attachment XII, Sample Snack & Nutritional Supplement List.

Question No. 5: Page 33/2b. "Within each day's meals, the contractor shall provide a range of choices for each client." Please define specifically what is meant by "range of choices".

Response:

- **Central:** The contractor must provide at least two (2) alternates which can be a Chef Salad and the sandwich of the day.

- **Pinecrest:** In addition to the regular cycle menu, there should also be two (2) alternate choices at lunch and supper each day. Alternate breakfast items should be available to be requisitioned by homes.
- **Villa:** The contractor must provide an alternate for each meal for those patients that have specific food allergies and dislikes. This includes a substitution for the protein, carbohydrate and vegetable portion of the meal as well. Alternates will be approved by VFMC Dietician.
- **ELMHS/ASSA:** The contractor shall offer substitutes of similar nutritive value to residents who refuse food being served. This denotes one (1) derivative of the main entrée and the accompanying starch food component.

Question No. 6: Page 35/O. Special Request Items—please provide information on how the contractor will charge for these items, are they to be included in the meal rate?

Response: No. Special Request Items include those not specifically included on Attachment 1, Pricing Schedule of the RFP. These items will be reimbursed at the raw cost of the supplies.

Question No. 7: During the site visit, it was observed that facilities maintained a stock of items such as frozen dinners at ASSA, Gatorade at Villa, and Little Debbie snacks at Pinecrest. Are these items examples of “special requests”?

Response: No.

Question No. 8: Page 38/14 Hydration Needs—please provide approximate numbers of water pitchers and mugs currently required for services described.

Response: See Response for Question Number 15 for the current census for each facility.

- **Central:** Contractor should provide four (4) coolers (two (2) at the men’s unit and two (2) at the women’s unit); cups must be provided to meet the needs of the current census.
- **Pinecrest:** At this time there is no need for the contractor to provide water pitchers or mugs. However, if this need changes, contractor will maintain adequate hydration carts and cups to meet the needs of the current census.
- **Villa:** Contractor will maintain 4-5 hydration carts that each include an ice-chest, ice scop, pitcher and cups. An adequate number of cups must be provided to meet the needs of the current census.
- **ELMHS/ASSA:** At this time ten (10) water dispensers and cups are needed. An adequate number of cups must be provided to meet the needs of the current census.

Question No. 9: Also, how often are these items currently replaced?

Response: All Beverage Dispensers are replaced as needed and maintained daily.

Question No. 10: Page 42/4b. "At the facility's request, Contractor must also have a minimum of one (1) DTR per facility present during hours of operation...."

Which facilities, if any, have a current need for a DTR?

Response:

- Central and Villa do not need a DTR.
- Pinecrest and ELMHS/ASSA currently do not have DTRs but there is a need.

Question No. 11: If a DTR cannot be recruited in a reasonable amount of time, would the facility accept an RDN or a CDM?

Response:

- Central and Villa – Not applicable
- Pinecrest and ELMHS/ASSA: Yes a CDM or RDN would be accepted until a DTR can be recruited.

Question No. 12: Would the DTR have any clinical responsibilities?

Response: The DTR will not have clinical responsibilities.

Question No. 13: Page 42/4b. "Contractor must have at a minimum one designated supervisor per facility per location during all hours of operation." Please verify the supervisory needs, is this meant to convey that there must be one supervisor present at each of the 4 main facilities included in this RFP at all times?

Response: Sufficient supervisory coverage (at least one (1) supervisor per facility) must be present to effectively monitor meal preparation, food service, transport, sanitation and personnel oversight in kitchens and serving locations during all hours of operation.

Question No. 14: Please provide a list of equipment that would be taken out of each facility by the current contractor if a change in food service companies is made.

Response:

- Central, Pinecrest and Villa: No equipment will be removed if a change in food service companies is made.
- ELMHS/ASSA: Currently - Two (2) hot holding carts and three (3) utility carts will be removed from ELMHS/ASSA by the current contractor if a change in food service companies is made.

Question No. 15: Please provide a copy of the diet census (list of modified diets and how many residents are on each diet) for each facility included in this RFP.

Response:

				ELMHS	
ESTIMATED	Central	Pinecrest	Villa	Main Campus	ASSA
Census	118	429	150	482	75
Regular Diet	71	190	79	423	72
Vegetarian	3			1	
Chopped	11	92		20	
Ground		29		7	
Mechanical Soft and/or Choking Precautions	24			7	
Mechanical Soft w/Chopped Meats			42	20	3
Low Sodium	8				
Pureed	1	60	10		
Renal			5	2	
Enteral		58	14	2	
Total Census	118	429	150	482	75